

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 11-215

AIR FORCE MATERIEL COMMAND

Supplement 1

26 March 1998

HOLDOVER

***“The basic publication has changed; impact on supplemental information is under review by the OPR.
Users should follow supplemental information that remains unaffected.”***

Flying Operations

FLIGHT MANUALS PROGRAM (FMP)

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFMC/DOV
(SMSgt Michael C. Hushion)
Supersedes AFR 60-9/AFMC Sup 1,
20 November 1989 and AFMC Sup 2,
28 March 1986

Certified by: HQ AFMC/DO
(Maj Gen Francis C. Gideon, Jr.)
Pages: 4
Distribution: F

This supplement implements AFRPD 11-2. This supplement does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members.

SUMMARY OF REVISIONS

This change adds text to clarify the experience required to fill Flight Manual Managers positions at the ALCs and change the OPR of the supplement. It incorporates IC 98-1, replacing paragraph 2.1.2.1. and changing the OPR.

AFI 11-215, 6 May 1994, is supplemented as follows:

2.1.2. Product and Air Logistics Centers will organize the FMP management function to provide enhanced support to the aircraft SPDs, provide rapid response to using command requirements, and perform the duties and responsibilities of this regulation.

2.1.2.1. (Added) Flight Manual Managers positions should be filled with the most qualified individual as determined by the respective ALC. While aircrew or engineering experience within a specific MDS is

desired, the overall intent is to ensure the position is filled by an individual who understands the Flight Manual Program and the Air Force Technical Order System..

2.1.2.2. (Added) The chief of an organizational element assigned engineering responsibility for FMMs should have military rated aircrew experience (pilot, navigator or electronic warfare officer) with an engineering degree. Experience as a FMM can satisfy this requirement.

2.1.3. Follow the provisions of AFI 99-101, Developmental Test and Evaluation.

2.1.4. The SPD or ALC TOMA responsible for a military aircraft system's TOs must establish procedures to ensure the FMM is notified of all TO updates which COULD affect FMP publications. The office with administration management responsibility for FMP publications will:

2.1.4.1. (Added) Establish printing priorities for FMP publications by coordination with the FMM and the base information management directorate. Give special attention to priorities and time limits for safety and operational supplements.

2.1.4.2. (Added) Track the production of all FMP publications through the entire publication cycle.

2.2.10. AFMC unit Stan Eval offices will determine if a unit needs to post supplements not applicable to the aircraft they operate. The nonapplicable supplement will:

- Be reviewed by the unit Chief of Stan Eval.
- Be filed in the affected basic manual as specified in TO 00-5-2.
- Be annotated "Not Applicable to (unit designation)" at the top of the supplement.
- NOT be referenced in the affected basic manual.

2.4.2. Coordinate proposed partial flight manuals and checklists with HQ AFMC/DOV or their designated representative.

2.4.3. Use a Modification Flight Manual (MFM) to describe Class II modifications installed on aircraft. See attachment 5 for specific instructions.

3.1. The AF Development Test Center (AFDTC) is delegated responsibility for conventional weapons delivery (-34) source data (TO 00-5-3, Chapter 17). OL-NS/EN (ASC) is delegated responsibility for nuclear weapons related to aircraft (TOs 1C-XXX-16, -25 thru -31 series) (TO 00-5-3, Chapter 2). San Antonio ALC (SA-ALC) is delegated responsibility for the conventional weapons delivery Standard Manual (1-1M-34 series) (TO 00-5-3, Chapter 2).

4.15. The FMM will coordinate with the TOMA to ensure concurrent delivery of manuals and associated checklists, supplements, and TCTOs. The following options must be considered:

- Obtain guarantee of concurrent delivery from the print contractor through the GPO.
- If the GPO cannot guarantee, obtain guarantee and printing support from on-base printing facilities.
- If neither is feasible, request a direct-deal printing contract with a vendor.

4.16. First Bullet. Interim supplements should state whether formal supplements or changes are being prepared, and the estimated publishing date if so. Issue interim supplements according to AFMCR 8-3.

4.20. (Added) The FMM will provide guidance and recommendations, for assigned aircraft, on proposed cockpit or aircrew station design configuration changes to ensure standardization and human factors are considered according to the concepts in the AFMC Aeronautical Systems Design Handbook series.

4.21. (Added) The FMM advises ASC/ENE of aircraft modifications affecting performance characteristics, and provides substantiating data for update of Standard Aircraft Characteristics Charts.

4.22. (Added) The Life Support Commodity Manager will coordinate with the FMM to ensure FMP publications reflect changes to their life support system(s).

4.23. (Added) The FMM will provide copies of FMP updates resulting from mishap reports to HQ AFMC/DOV.

5.1. Product and Air Logistics Center commanders must ensure proper support for the FMP from all Center elements. This includes developing procedures to ensure commodity managers and SPDs coordinate proposed modifications that impact the Flight Manuals with the FMM office. Rapid and timely printing support of FMP publications is essential for flight safety.

5.6. First Bullet. Issue personal copies of flight manuals and checklists containing inflight crew duties or technical information to aircrew members for each aircraft in which maintaining qualification. EXCEPTION: When additional Mission or Series aircraft of the same Design are assigned or operated by the unit, the DFO may waive the requirement for issuing personal flight manuals and checklists to individual crewmembers for each Mission/Design/Series. In this instance, units must maintain sufficient copies of the applicable flight manuals and checklists in a central location for individual aircrew study, mission planning, or issue before flight. However, issue each crewmember personal flight manuals and checklists for at least one of the unit M/D/S aircraft.

5.6. Second Bullet. Each AFMC unit operating aircraft must establish a separate control system for managing FMP publications. Including: validation and verification efforts, distribution of flight manuals and crew checklists, changes, revisions, safety supplements and operational supplements. Each unit will designate a primary and alternate Flight Manual Control Officer (FMCO) (officer or NCO) in writing. FMCOs will:

- Monitor FMP publication validation and verification efforts to ensure discrepancies are documented and forwarded to the FMM for action.
- Ensure approved corrections to FMP publications are received and posted in a timely manner.
- Submit FMP publication requirements to the base TO Distribution Office (TODO) (for formal TOs) or the FMM (for preliminary TOs). Ensure proper quantities ordered are received and requisition any shortages immediately. Review TO indexes to ensure manuals and checklists are current.
- Establish a system for immediate notification by the TODO or FMM of receipt of FMP publication updates and supplements.
- Establish a system of rapid distribution of FMP publications to aircrew members. Include a method of notifying aircrew members on the content of updates and supplements.
- When aircrew members are off-station (leave, TDY, etc.) ensure the system provides for notification on any changes received prior to their next flight.
- Maintain an AFTO Form 110 (or ATOMS) file to record receipt and distribution of TOs, in accordance with TO 00-5-2.

5.8. Personnel from HQ AFMC/DOV will act as the AFMC representative to FMRCs. When AFMC/DOV does not have a qualified aircrew member, they will designate a qualified representative from another AFMC unit.

8. AF Forms 847 will be prepared in duplicate. Report NATO E-3A FMP publication changes on E-3A Component Form 82, according to NAEW Directive 80-103.

9.2.1. HQ AFMC/DOV may delegate AF Form 847 review and approval or disapproval authority for specific military aircraft systems to other organizations or individuals within AFMC. This delegation must be in writing and be provided to units operating the systems, FMMs and HQ AFMC/DOO.

- Delegated organizations/individuals will forward copies of approved or disapproved AF Forms 847 to HQ AFMC/DOV.
- Delegated individuals will notify HQ AFMC/DOV of projected changes that would preclude continuance as review officials in sufficient time to permit identification of replacements.
- AFMC units will process AF Forms 847 through their unit Stan Eval for review and control number assignment. Unit Stan Eval will keep one copy of the AF Form 847 and forward the original to HQ AFMC/DOV. If the unit does not have a Stan Eval function, forward AF Forms 847 directly to HQ AFMC/DOV.

FRANCIS C. GIDEON, Jr., Maj Gen, USAF
Director, Operations